

**MAINTENANCE AND  
AUDIOVISUAL DIRECTOR  
806**

**DEPARTMENT:** Williamsburg Regional Library

**NATURE OF WORK:**

Under the supervision of the Library Director, the Maintenance and Audiovisual Director is responsible for overseeing the custodial and maintenance services for the two facilities and the bookmobile, supervising the HVAC and building maintenance staff and for coordinating and assisting in the provision of audiovisual services to the Library's program services department.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Administers all functions of the custodial and maintenance services for two library facilities, including hiring, training, scheduling, supervising, and evaluating the HVAC and building maintenance staff.

Oversees building maintenance budget requests and spending. Develops capital improvements budgets in consultation with Collection Services Director for major building maintenance and repair projects.

Assesses, oversees, and provides staff with audiovisual and theatrical equipment training needs.

Oversees maintenance, repair, rental, and replacement of audiovisual and theatrical equipment; ensures that required piano tunings are scheduled and completed; initiates purchase orders for these purposes. Trains staff in the maintenance and repair of selected equipment.

In consultation with the Program Services Director and other appropriate staff, establishes procedures for the repair of audiovisual materials; oversees and trains staff and volunteers to perform timely repairs.

May participate in library-wide committees or projects.

Performs other duties as needed.

**JOB LOCATION AND EQUIPMENT NEEDED**

The job occurs in and around the library buildings. Considerable contact is made with employees and the public. Administers work typically moving, using, lifting, and adjusting a variety of light to heavy equipment and materials associated with the requirements of the job, including frequent sustained operation of custodial equipment.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to plan, organize, and administer a department.

Comprehensive knowledge of the principles, practices, and techniques of library and building maintenance management.

Expertise in theatrical lighting, sound, and other audiovisual equipment.

Excellent written and oral communication skills.

Ability to work under pressure.

Ability to delegate work effectively.

Ability to set own priorities for work to be done and meet deadlines.

Ability to establish and maintain effective working relationships with library staff.

**MINIMUM QUALIFICATIONS:**

Associates degree with experience in building maintenance and theatrical lighting, sounds, and audio visual; or any equivalent combination of acceptable education and experience providing required knowledge, skills, and abilities.

**NECESSARY SPECIAL QUALIFICATIONS:**

Requires the ability to travel among various library sites and to lift 50 pounds.